



## Terms & Conditions

1. The Terms of Use apply to this Award. For the avoidance of doubt, and for the purposes of the Terms of Use, nominations are not considered accepted until deemed so by Hartlebury Parish Council.

### Eligibility

2. In order to nominate someone, you must be a resident in the parish of Hartlebury, aged 18 or over, and have sought permission from the Parent/Guardian of any nominee if they are under 18.
3. To be eligible, the nominee must:
  - 3.1. Reside in the parish, be from any age group and be entered either as an individual or as a pair.
  - 3.2. Make a difference in the community or lives of others, where this does not normally form part of their usual job. If at their place of work such help must go above and beyond their paid work activities and this must be clearly explained in the nomination.
  - 3.3. Make a difference in the community or lives of others as a Volunteer having gone above and beyond their normal voluntary activities, this must be clearly explained in the nomination. A 'Volunteer' can be someone who is paid for some of their time but also chooses to give up some time without pay.
  - 3.4. In the opinion of the person nominating be deserving of an Award.
  - 3.5. Have consented, or have parental consent, to be nominated.
4. Where a nomination will be ineligible if:
  - 4.1. You have nominated yourself, including within a group.
  - 4.2. Your nomination brings the Council into disrepute. This will be determined at the Council's sole discretion.
  - 4.3. You are a member of, or employed by, the Parish Council.
  - 4.4. You are connected to the Parish Council as a direct or close relative of a member or employee.
  - 4.5. You have won the award within the past calendar year. However, the Parish Council reserves the right to accept nominations for exceptional community contribution.
5. Any previously shortlisted nominees can be nominated again in the consecutive month.

### How to nominate

6. Nominations can be made online at <https://hartlebury-pc.gov.uk/hartlebury-heroes> or by scanning the QR code on various promotional posters around the Parish. Please provide as much information as possible to ensure the nomination can be judged equally.

Alternatively, send your nomination by post to Hartlebury Parish Clerk, The Old Library Centre, 65 Ombersley Street East, Droitwich WR9 8QS or email [clerk@hartlebury-pc.gov.uk](mailto:clerk@hartlebury-pc.gov.uk).

Should you wish to make the nomination in a language other than English, please use the same online form. The Parish Council will use online translation software to translate and read your entry.
7. Nominations to be received from 6am on the first day of each month and no later than midnight on the third Wednesday of each month. Any nominations received after this time will not be accepted.
8. Nominations made using generative AI will be disqualified.
9. We reserve the right to contact the nominator, the nominee (his/her/their parent or guardian, where applicable) to verify information submitted as part of the nomination and ensure relevant consent/permission has been obtained. You will only be contacted by a member or employee of the Parish Council and by submitting the nomination you consent for us to share its content for these purposes.

### Award

10. The criteria to qualify for nomination and on which winners will be selected are:

10.1. The Award is awarded to an individual or pair who make(s) a notable difference to others by giving their time voluntarily to help others in the community. In the event of the winner being a pair, the award will be equally shared between the two nominees.

10.2. Hartlebury Parish Council Recreation, Events & Amenities Advisory Group (REAAG) will do an initial check of all entries before the competition is judged.

10.3. The REAAG will determine a winner from the nominations submitted based on merit of the act as opposed to popularity in the number of nominations.

11. The nominee who has been selected as winner each month will be notified by the Clerk to arrange receipt of the award, together with a video/photo opportunity (if permissible & agreed upon).

12. Winners will be invited to receive the award at the monthly Parish Council meeting in the public section and will be presented by either the Chair of the Parish Council, or the local representative councillor from Worcestershire County Council or Wychavon District Council. Nominators and award winners shall be responsible for all travel and associated expenses. The Parish Council shall not be responsible for any fee, expense, or cost.

13. The REAAG's decision as to the winner is final. We do not have the resources to engage in correspondence with every individual; feedback as to the merits of a particular entry will not normally be made available. We do aim to be as inclusive as possible.

If you have any questions or if you have any issues in submitting or completing the form, please let us know at: [clerk@hartlebury-pc.gov.uk](mailto:clerk@hartlebury-pc.gov.uk) or phone/text Hartlebury Parish Council Clerk on 07341 372139.

14. With permission, the award ceremonies may be recorded, and the audio and video will be edited and used for the Parish Council website & Parish Council social media accounts. No private recording may be made without the written permission (made in advance) of the nominator, winner and/or their parents/guardians if applicable.

15. The prize will consist of a certificate and a voucher. There is no cash alternative and the prize cannot be sold or transferred in any circumstances. No commercial gain can be made from using or referencing the award itself or any other element of this award process.

16. Nominees and nominators are requested to agree to take part in any pre or post-award publicity if required for The Parish Magazine.

## **General**

17. Hartlebury Parish Council reserves the right to vary these Terms & Conditions, including but not limited to, disqualifying any nomination that breaches the terms & conditions, is fraudulent in any way or brings the award into disrepute.

18. Hartlebury Parish Council reserves the right to cancel the awards, at any stage, if in its opinion it is deemed necessary or if circumstances arise outside of its control.

19. Hartlebury Parish Council cannot accept any responsibility whatsoever for any loss of data via use of a third-party email platform or malfunction or any other problem which may result in any nomination not being properly registered.

20. Persons nominating, parents or guardians of nominees, and nominees will be deemed to have accepted these terms and agree to be bound by them.

21. Hartlebury Parish Council are organising this award and as such these Terms & Conditions are subject to the laws of England and Wales.

22. To the extent permitted by law, Hartlebury Parish Council will not be liable for any loss or damage (whether such damage or losses were unforeseen, foreseeable, known or otherwise) including financial, reputation loss or disappointment.

23. If you want to withdraw your submission or request that your personal data is removed, then please email [clerk@hartlebury-pc.gov.uk](mailto:clerk@hartlebury-pc.gov.uk). Removal of your personal data may result in your withdrawal from the Awards.